

PROPOSAL REQUIREMENTS

Applicants must identify the specific research priority or priorities to which they are responding. If the proposal addresses more than one priority, it should list first on the application the priority that most closely reflects the objective of the proposals. For applications containing more than one project, each project component must be identified individually using the format specified in this section. If an application is not in response to a priority, it should so state. Applicants should not assume prior knowledge on the part of RWRGP as to the relative merits of the project described in the application.

Applicants are required to submit 1 signed original and 2 copies of the full proposal. Applications must not be bound and must be one-sided. All incomplete applications will be returned to the applicant. Returned applications may be revised and resubmitted by the postmark deadline for this competition. Proposal format must be in at least a 10-point font and double-spaced. Brevity will assist reviewers and program staff in dealing effectively with proposals. Therefore, Project Description may not exceed 15 pages for each project within an application. Tables and visual materials, including charts, graphs, maps, photographs, and other pictorial presentations are not included in the 15-page limitation. Appendices may be included but must not exceed a total of 15-pages in length. Appendices may include information such as curriculum, resumes, and/or letters of endorsement. Additional informational material will be disregarded. Proposals must include the following information:

1. Cover Sheet: Office of Management and Budget (OMB) Standard Forms 424 (7/03) and 424B or 424D must be the cover sheets for each application. To complete item 10 of Standard Form 424, the "Catalog of Federal Domestic Assistance" number is 11.472 and the title is "Unallied Science Program". For item 13 of Standard Form 424, a start date no earlier than 1 September 2004 should be selected.

2. Title Page: A Title Page must be included for each project. The Title Page must list the project title, project duration (with a start date no earlier than 1 September 2004), applicant name, name of Principal Investigator or Contact, address and phone number of the Principal Investigator or Contact, the RWRGP funding priority under which the project fits, the project's objective(s), and a statement regarding the total costs of the project.

3. Project summary (1-page limit): It is recommended that each proposal contain a summary of no more than one page that provides the following:

- a. Organization title.
- b. Address, telephone number, and email address of applicant.
- c. Priority or priorities for which you are applying
- d. Project title.
- e. Project duration (project/funding periods for each year beginning to end dates, starting on the first of the month and ending on the last day of the month).
- f. Principal Investigator(s) (PI).
- g. Project objectives.
- h. Summary of work to be performed.

- i. Total Federal funds requested.
- j. Cost-sharing to be provided from non-Federal sources, if any. Specify whether contributions are cash or in-kind.
- k. Total project cost.

4. Project description (15-page limit): Each project must be completely and accurately described. The main body of the proposal should be a clear statement of the work to be undertaken and should include: specific objectives and performance measures for the period of the proposed work and the expected significance; relation to longer-term goals of the PI's project; and relation to other work planned, anticipated, or underway under Federal Assistance. Each project must be described as follows:

- a. Identification of problem(s): Identify the problem/opportunity the project intends to address and describe its significance to the understanding and management of North Atlantic right whales.
- b. Project objectives: Identify the RWRGP objective, listed earlier in this document, to which the project's objective(s) correspond. Objectives should be simple and understandable; as specific and quantitative as possible; clear as to the "what and when," but should avoid the "how and why", and; attainable within the time, money and human resources available. Projects should be accomplishment oriented and identify specific performance measures.
- c. Project narrative: The project narrative is the scientific or technical action plan of activities that are to be accomplished during each budget period of the project. This description should include detailed descriptions of activities, collaborators, milestones, and expected products resulting from a successfully completed project. The narrative should respond to the following questions:
 - (1) What specific activities does the project include and how do these activities relate to the project's goals and objectives?
 - (2) Who will be responsible for carrying out each activity? Highlight activities that will be conducted by Co-investigators or Cooperators, or by sub-contractors, volunteers, and others designated as Co-investigators or Cooperators. For all projects, highlight activities that will be subcontracted. Use of volunteer staff time to complete project activities and oversight of those volunteers should be discussed. The Principal Investigator is responsible for all technical oversight and implementation of the approved work plan as delineated in this Statement of Work.
 - (3) What are the project milestones? List milestones, describing specific activities and associated time lines necessary to meet them. Describe the time lines in increments (e.g., month 1, month 2, etc.), rather than by specific dates.
 - (4) What are the major outcomes, results, or products expected? Describe expected outcomes, results, or products that will directly relate to the RWRGP objectives (i.e., under Categories 1-9).
- d. Benefits or results expected: Identify and document the results or benefits to be

derived from the proposed activities. Describe the potential impacts of this proposed project on the recovery of North Atlantic right whales.

e. Need for Government financial assistance: Demonstrate the need for assistance. Explain why other funding sources cannot fund all the proposed work. List all other sources of funding that are or have been sought for the project.

f. Federal, state and local government activities: List any programs (Federal, state, or local government activities) this project would affect and describe the relationship between the project and those plans or activities.

g. Project management: Describe how the project will be organized and managed. The lead organization/individual and person listed as the technical contact, should be identified as the Principal Investigator. The Principal Investigator may or may not be the applicant. However, if the applicant is not the Principal Investigator, there must be an explanation of the relationship between the applicant and Principal Investigator (e.g., applicant will be responsible for managing the grant funds and the Principal Investigator will be responsible for completing the project milestones on time and within budget, etc.). One Principal Investigator must be designated on each project. If a Principal Investigator is not identified, we will return the application for correction and resubmission before the postmark deadline. Project participants or organizations that will have a significant role in conducting the project should be listed as Co-investigators. Organizations or individuals that support the project, for example, researchers contributing data or materials, should be referred to as Cooperators. Copies of the Principal Investigator's and all Co-investigator's current resumes or curricula vitae must be included in the package's Supporting Documentation section. In addition, the proof of eligibility documents provided and listed in the Supporting Documents section of the application must name the Principal Investigator and/or Co-investigator. Other researchers may be identified as Co-Investigators or collaborators on as many RWRGP applications as needed so long as the total of all support does not exceed 100 percent of their time. In addition, Department of Commerce may act as collaborators if they are responsible for performing analyses on data collected under a RWRGP award. List any Federal awards the Principal Investigator and Co-investigators have received within the last five years and describe resultant products of such awards. Provide a statement of no more than one page on the qualifications and experience (e.g., resume or curriculum vitae) of consultants and/or subcontractors that are not named as Co-investigators and any Cooperators.

Include copies of agreements between the Principal Investigator and other participants in the project, describing the specific activities each participant would perform. Include copies of any endorsements received from institutions related to this project.

If any portion of the project will be conducted through consultants and/or subcontracts, procurement guidance found in 15 CFR part 24, "Grants and Cooperative Agreements to State and Local Governments," and 15 CFR part 14, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education,

Hospitals, Other Non-Profit, and Commercial Organizations” must be followed. Describe how provisions for competitive subcontracting will be met if applicable.

h. Results from prior NOAA Right Whale Program funding support: If any PI or co-PI identified on the project has received support from the NOAA Right Whale Program in the past 5 years, information on the prior award(s) is required. The following information should be provided:

- (1) The NOAA award number, amount and period of support;
- (2) The title of the project;
- (3) Summary of the results of the completed work, including, for a research project, any contribution to the development of human resources in science/biology;
- (4) Publications resulting from the award (Reprints may be submitted, and are requested, for documentation if applicable);
- (5) Brief description of available data, samples, physical collections and other related research products not described elsewhere; and
- (6) If the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

i. Monitoring of project performance: Identify who will participate in monitoring the project.

_____ j. Project impacts: Describe how these products or services will be made available to the fisheries and management communities.

k. Education and outreach: How will this project provide a focused and effective education and outreach strategy regarding NOAA’s mission to protect the Nations’ natural resources?

l. Evaluation of project: The applicant is required to provide an evaluation of project accomplishments and progress towards the project objectives and performance measures at the end of each funding period and in the final report. The application must describe the methodology or procedures to be followed to determine technical feasibility, or to quantify the results of the project in promoting increased production, product quality and safety, plant survival, or other measurable factors.

5. Total project costs and budget narrative: Total project costs are the amount of funds required to accomplish what is proposed in the Project Description and include contributions and donations. Each application must include clear and concise budget information, both on the required Federal forms, in summary and in narrative detail.

Applications must use OMB standard form 424A, “Budget Information - Non Construction Programs” and associated form instructions. All instructions should be read before completing the appropriate form. Federal columns on these forms must be filled in completely and separately and the amounts per category and total amounts must correspond with the budget

narrative and justification.

On a separate sheet, describe and justify in narrative detail or on a spreadsheet the itemized costs per category and the corresponding direct and indirect cost totals. If the applicant currently has a negotiated indirect cost rate with the Federal Government, an amount for indirect costs can be included in the budget. Indirect costs are overhead costs for basic operational functions (e.g., lights, rent, water, insurance) that are incurred for common or joint objectives and, therefore, cannot be identified specifically within a particular project. Indirect costs can be included in the Federal cost as long as the method of calculation is clear and certain rules are followed. If indirect costs are included, the package should include a copy of the current, approved, negotiated indirect cost agreement with the Federal Government.

Funds for salaries and fringe benefits may be requested only for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project. NOAA strongly encourages applicants to request reasonable amounts of funding for salaries and fringe benefits to ensure that your proposal is competitive.

We will not consider fees, fund-raising activities, travel for Federal employees, salaries for federal employees, or profits as allowable costs in the proposed budget. The total costs of a project consist of all allowable costs you incur in accomplishing project activities during the project period. A project begins on the effective date of an award agreement between you and the Grants Officer and ends on the date specified in the award. Accordingly, we cannot reimburse applicants for time expended or costs incurred in developing a project or preparing the application, or in any discussions or negotiations with us prior to the award. We will not accept such expenditures as part of your cost share.

6. Supporting documentation: Provide any required documents and any additional information necessary or useful to the description of the project. These materials are not included in the 15 page limit. The applicant should present any information that would emphasize the value of the project in terms of the significance of the problems addressed. Without such information, the merits of the project may not be fully understood, or the value of the project may be underestimated. The absence of adequate supporting documentation may cause reviewers to question assertions made in describing the project and may result in lower ranking of the project. Information presented in this section should be clearly referenced in the project description.

Applicants requiring MMPA/ESA scientific research and enhancement permits or a Letter of Authorization (LOA) to conduct work on entangled animals, must include evidence they have submitted a complete MMPA/ESA application or a copy of their LOA in this section.

Applicants proposing activities that may require an environmental assessment under NEPA must include sufficient environmental analyses (i.e., permit documentation) to allow program staff to determine whether or not the proposal can be categorically excluded from further NEPA analysis.

Curricula vitae or resumes of the Principals and Co-Investigators and all other required federal

forms (i.e., CD-511, SF-LLL, CD-346) must be included here.